

WAITSFIELD SELECTBOARD
May 14, 2018
Waitsfield Town Office
6:30 P.M.

Board Members Present – Paul Hartshorn, Chair, Sal Spinosa, Vice-Chair, Darryl Forrest, Kari Dolan, and Jon Jamieson.

Others present: Fred Messer, Carla Messer, Barbara Gulisano, Tom Buczkowski, Judi Buczkowski, and MRVTV

Staff: Trevor M. Lashua, Town Administrator; Sandy Gallup, Town Treasurer; Deanna Sellars, Recording Secretary

The meeting was called to order at 6:30

II.1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A)

There were no additions, removals, or adjustments.

II.2. Public Forum

There was no public comment.

II.3. Discussion Regarding Flag Pole at Town Office

Fred Messer presented options for the pole and solar-powered lighting that can be installed on top. The estimated cost to purchase materials does not exceed \$2,000; volunteers would handle installation of the pole. The estimated cost includes the pole (with an internal halyard), a flag, and low-level solar-powered downcast lighting.

Fred presented that John Gallagher has offered to pay for the pole and light if the Town is willing to place a plaque dedicating the pole to his late wife. Fred had also been in communication with TJ Kingsbury; he and his father have offered to install the pole. The only other concern is the lighting. Fred recently purchased a light for his personal flagpole. He brought his solar panel light for the board to see in person and passed it around. That particular light is \$25 and is a pretty small light (the lowest amount of lumens available on Amazon). The light goes on the top of the pole lighting the flag from above. Kari mentioned concerns from Town residents regarding the lighting of the pole. Some who live in the area have expressed concerns that it might be too much light at night. If the light needed to be changed or fixed, the telephone company might need to be called so that one of its bucket trucks could be utilized. The light will remain lit all night as the flag stays up overnight. There was discussion as to the various sizes of lights and amount of lumens. It was concluded that if the light does not end up being sufficient they could use it at the Wait House.

Sal brought up various commemorations in the past and the precedent it sets for having to consider offers like this on a regular basis. Paul mentioned there might be a difference in that John would be paying for the pole. The plaque at Lareau swimming hole however was also paid for as a donation for commemoration. Fred mentioned the flagpole at the Wait House, which is

48 dedicated to Jon Dillon. Sal reiterated that there has not been consistency in making these kinds
49 of decisions and the Board at some point might want to address the issue.

50

51 Kari mentioned the generosity of a resident who is making an offer to something that is lacking
52 at the Town building.

53

54 Sal recommended hearing from John directly regarding the dedication of the pole in memory of
55 his late wife. Fred summarized his conversation with him for the Board. John did not have a
56 problem with the cost but asked if Fred would present to the Board whether a plaque and
57 dedication is something they would approve. Sal stated if John wanted a verbal dedication he is
58 more than welcome to proceed but that there would need to be a position regarding something
59 permanent.

60

61 Paul asked if Jon J. had any thoughts, he did not have any but acknowledged that there would
62 need to be a decision made regarding these types of commemorations. Darryl mentioned that the
63 Town would benefit from not only having a pole but also a permanent plaque. Kari agreed with
64 Darryl.

65

66 Paul asked for a motion from the Board

67

68 *Darryl moved to proceed with the installation of the flagpole at the Town Offices, paid for by*
69 *John Gallagher, dedicated to his late wife with a memory plaque, installed by TJ Kingsbury and*
70 *Dick Kingsbury using the next size up light from the one present. Jon seconded. Motion passed*
71 *5-0.*

72

73 Sal wanted to go on record that decisions regarding dedications and commemorations should be
74 taken in to consideration. Kari raised the concern from residents regarding extra light in the
75 evenings. She wanted to see the smaller light. There was discussion about the quality of the
76 smallest light versus a larger one. She also wanted to thank the residents and the Kingsburys for
77 their generosity.

78

79 II.4. Loans for Storm Damage and Water Main Break.

80 The report included a memo for information on the two loans. The loan documents were also
81 enclosed. There are two proposed loans for consideration. The payments for each are included in
82 the FY19 budget approved by voters in March, and in the Town's debt-to-expenditure ratio.

83

84 Both loans are for five-year terms at an annual interest rate of 3.10% from People's United Bank.
85 The first of the loans, for storm damage, is the largest and was originally authorized by voters at
86 Town Meeting 2017. The \$125,000 loan will be combining with funds from the Covered Bridge
87 Repair reserve (\$4,376) and unassigned fund balance (\$15,945) to retire three due to/due from
88 balances for bridge and storm repair totaling \$145,321. Creating and implementing a plan to
89 address the balances was highlighted during the FY17 audit.

90

91 The second of the loans will retire the remaining \$115,000 related to the 2014 water main break.
92 The annual costs will be split between the Town (65%) and the Water Commission (35%).

93 Debt service payments for both loans are included in the FY19 budget approved by voters in
94 March. The forecasted costs for the first payment of each loan do not match exactly with the
95 proposed costs (the FY19 budget is \$647 less), as can be seen in the table.

96
97 Sandy explained that the Town needed to take care of both deficits based on the auditor's
98 recommendations. It is the Town's commitment to them that it is voted on this year. The first
99 payment is due next May, FY19.

100
101 Paul suggested making motions on loans separately.

102
103 *Sal moved to approve the Capital Improvement Note by People's United Bank in the amount of*
104 *\$125,00 for 5 years at 3.10% to retire deficits related to storm damage. Kari seconded. Motion*
105 *passed 5-0.*

106
107 *Sal moved to approve Capital Improvement Note by People's United Bank in the amount of*
108 *\$115,000 for 5 years at 3.1% interest associated with remaining deficits from the water main*
109 *break. Kari seconded. Motion passed 5-0.*

110
111 The loan documents circulated the table for signatures.

112
113 II.5. Consider Adoption of Draft Debt Service Policy.

114 A quote from the 4/23 Town Administrator's report "the enclosed memo explain changes made
115 to the policy between drafts (v. 02 to v. 03). A copy of the latest draft is enclosed; sections that
116 are altered or added will appear as yellow (digital) or gray (paper packet) highlights."

117
118 Trevor summarized the revised version of the policy. It was changed to a debt service policy, and
119 through the management of the amount of debt service there is debt management. There is a third
120 category of debt added in the revised policy as opposed to two, medium-term, and reflects what
121 the Town does in practice. An aspirational target is down to a 10% debt ratio with maximum
122 being 15% to get into the best practices range. The Town forecasts to be at 23.5% FY19 with
123 expenditures and if the Town takes on no other new debt, 15% or less could be achieved by
124 FY23. FY21 is where the debt would be significantly lower due to large payoff amounts. Sandy
125 reiterated that this policy is a guideline of what the aspirations are and if there is another
126 significant event where the town needs money it might need to be borrowed. There have been
127 unusual events in the past few years attributing to the loans, which the Town needed at the time.

128
129 Sal agreed with Sandy in that this policy is a suggested guideline to improve the current
130 situation. Sandy stated there are multiple five-year loans that are being paid currently. The end of
131 year in general fund is \$2,450,000 owed which is \$1,425 for each man, woman and child in
132 Waitsfield. In FY22/FY23 there is expected be a lot more in the general fund. There is currently
133 less debt than FY17 and progress has been made. The town is \$398,000 in less debt now than last
134 year. Progress is being made.

135
136 Kari raised a concern that the Town is still recovering from Irene and the Town is similar and not
137 alone in managing a certain amount of debt. When the Town compares Waitsfield to other towns
138 in the state she imagines we are not alone in this debt. Sandy responded that the Town is
139 involved with a lot of projects and she does not believe other towns have as many. Kari

140 expressed that the board has tried to have urgency in showing diligence in managing the debt.
141 Sandy suggested taking two years to take “a breath” from borrowing.

142
143 Paul brought up the sidewalk, which is grant related and Trevor brought up deciding if the Town
144 wants to be project heavy or grant project heavy. There should be future funds dedicated to those
145 types items in order to minimize what the Town would need to borrow and mitigate impacts on
146 the general fund, because grants are reimbursement-based. He suggested thinking about what the
147 Town could do if the debt was gone and Sandy reiterated that the policy is a great guideline.

148
149 Kari appreciated the succinctness of the policy and wondered if there needs to be page of
150 definitions for the public to understand it. Sandy has not seen it done that way and
151 communicated that if the Board understands the policy, they can explain it. Kari appreciated
152 highlighting certain guidelines but the language might need to be softened. Sandy reiterated that
153 this policy is for the Board. Jon raised the concern of future boards taking the policy too literally
154 and that the language should be considered. There was unexpected, uncontrollable events the
155 Town had to deal with. Sal pointed out that the events were sequenced tightly and the Town took
156 hits but also pointed out that there are positive things the Town is doing to eradicate the debt. He
157 wanted to make sure the community knows not all of it is bad.

158
159 Kari moved to adopt the debt service policy as presented by the Board using the amendments
160 that “should” will replace “would” and make “the fund” more understandable. Jon seconded.
161 Motion passed 5-0.

162
163 The board thanked Trevor and Sandy for their efforts in addressing debt.

164
165 II.6. Flemer Field Use and Maintenance Discussion.

166 This is intended as an initial discussion on the use and maintenance of Flemer Field. The
167 warranty deed, which includes the terms and conditions (found on pages one through three of the
168 document) specifying or otherwise restricting uses, is enclosed.

169
170 Darryl said there will likely be two polo tournaments. The Town receives \$500 flat towards
171 mowing twice a week rather than once a week. The youth soccer has used it in May and Lacrosse
172 has used it as well. Sal mentioned there is nothing in the language of the agreement that prevents
173 the Town using it for hay (which Paul supports). Haying however would be counter to the spirit
174 of the use of the field.

175
176 The cost numbers are embedded in the bids for mowing. Paul asked what the Board would like to
177 do with the field. Sal pointed out the frequency of use is not known and it should be. There is a
178 use agreement in the Town office, while informal, is established to begin collecting data
179 regarding the use of the field. Sal suggested looking at a year’s worth of data. The proximity of
180 the field to the school helps the younger kids, for soccer and lacrosse. As a former coach Kari
181 brought up that the coaches look at the use of all the fields and they attempt to match the size of
182 the field to the team and age group of the children. Sal suggested curbing the topic for one year
183 in order to collect information of uses, including the financial coverage needed for mowing.

184
185 Trevor will look at the schedule of the polo use. The Board agreed twice a week mowing is too
186 often. Trevor suggested looking at the schedule, then there can be a determination of whether to
187 mow once or twice a week.

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There was consensus by the Board to find out the Polo schedule and then decide to mow once or twice a week.

II.7. Discuss Evaluation and Draft “Salary Pool”.

A draft salary pool framework was presented to the Board. If the pool concept is finalized in May, and evaluations are completed in June, the Town will be on Schedule for July 1st adjustments in employee pay. The Town will be using the same evaluation forms and scoring system as last year.

An individual employee share would be instituted to make salary more equitable. It is progressive on the front end and is income sensitive on the back end. There is a bonus based on merit and in order to create the equivalent share there is an excess of \$800 in total, providing . Board members agreed a bonus based on merit is more equitable and is a nice incentive.

The individual share is the increase in base salary and there is an additional amount that the Board should decide what to call, a bonus or some other name. Evaluations should go forward before end of June and they are on schedule.

More feedback will be provided at the next meeting. Sal and Paul still need copies of the final evaluation form. Employees can give input as well. Kari thanked Trevor. Jon pointed out that lower income employees might not appreciate the bonus part of the evaluation. There has been a percentage increase in the past and Jon pointed out that just because employees make more does not mean they should not continue to make more.

There was consensus by the Board to bring it back first meeting in June.

Sal pointed out that currently there is a strong staff and these are people the Town should keep. The incentive in the percentages might be a good way to keep the great staff the Town currently has.

Darryl asked for clarification regarding the \$100. Trevor explained that the evaluation would be completed with the 13 questions. If an employee scored 52 or higher they have earned their way in the \$800+. If the score is less than 51 but above the average they are in the \$800. IF their score is below the average the Town would help that employee get their score up through training.

II.8. Consider Awarding Bids for Mowing and Sand Hauling.

A pair of memos was enclosed with the results of the two bids and recommendations on award of each.

Bids are presented as broadly as possible and assume once per week for approximately twenty-eight weeks. Sections were put together based on basic geography. A bid came in for all three not in the original memo and while it is \$400 lower, fifty percent of the mowing would be done on a Saturday which would conflict with many weekend activities.

Availability, reliability and the fossil fuel footprint for getting from one area to the next should be taken into consideration. The bids included Fall and Spring cleanup cost. The cost fits in the

236 budget currently but the port-o-let at the swim hole is in the same line item. This will start FY18
237 and they will be used into FY19 and will cover three fiscal years. Paul asked if it is prudent to
238 hire valley residents instead of hiring an outside contractor. Depending on when the contractors
239 can mow will depend on whom to award the bid to. Weekdays seem to be a better time of the
240 week.

241

242 *Kari moved to award 2018 mowing services to for the three sections as outlined in the*
243 *recommendation from the memo dated May 10, Sal seconded. Motion passed 5-0.*

244

245 Sand and hauling bids - The Town used almost all four thousand yards of sand. When the bid
246 went out the cost was nearly \$16,000 over due to the extra yard of sand. Trevor said that if the
247 Town purchased three thousand yards but needed four thousand it might not be possible to get
248 more sand in February. There may be a way through cuts form the FY19 budget where there
249 might be \$40,000. The town would buy the lo-pro outright and the remaining balance would
250 provide some of the overage but the numbers have not been solidified. Worst-case scenario
251 would be if the bid was approved, then the Town purchased four thousand yards there would be a
252 deficit of \$16,000. On the flip side, if only thirty thousand was purchased and it ended up not
253 being enough the Town would then have to find sand.

254

255 *Kari moved to tentatively award the Sand hauling bid to Newton Construction as described in*
256 *the bid and the Town will continue to look at funding options to acquire four thousand yards of*
257 *sand. Sal seconded. Motion passed 5-0.*

258

259 Kari raised a consideration and concern that weather is changing and the Town needs to have
260 adequate sand for more icy roads. Trevor said sand prices have not changed which is a positive
261 for the Town.

262

263 II.9. Draft Request for Information (RFI) for Solar Facility Lease at Town Gravel Pit..

264 The latest draft (v.03) of the RFI for a solar facility lease at the gravel pit (enclosed) is ready to
265 be advertised. As was mentioned in the 4/23 Town Administrator's report, the current draft has
266 been reviewed by Town Energy Coordinator Chris Badger. The response deadlines in the RFI
267 will be changed as necessary.

268

269 This RFI been reviewed by the Energy Coordinator and it allows the Town to start collecting
270 information on whether a Solar Facility is a viable option. Jon is up to date on the information
271 and questioned the moratorium on the community based solar which is similar to the back of the
272 Big Picture. If the moratorium stays in place what would the model be for power being taken?
273 Trevor responded that two scenarios were part of the information request: 1) if the moratorium
274 stays in effect and, 2) what are the options if it is lifted. A couple of vendors thought there might
275 be some other options in terms of how to get the most community benefit.

276

277 Kari asked about the life remaining in the gravel pit. There is about 10-12 years remaining.
278 Knowing this is Town-owned land, if the Town should move in this direction as a long-term
279 commitment, would there be constraints put on the land when the gravel pit use expires? Paul
280 responded that houses could not be built on the land due to the floodplain. It is beside a brook.
281 Trevor said there is a "no-fly zone" with regards to the gravel extraction portion of the site, and
282 the Town could look at other options for the area that would still protect its viability and use.
283 Paul reminded the board that the site is a two-part pit. Kari asked if gravel extraction interferes

284 with the technology of solar. Is it viable given the moratorium on the site? Does solar make
285 sense? Trevor stated that the purpose of the request is to answer questions such as those and to
286 explore options. Kari's husband works in the solar industry and she would recuse herself but
287 Paul assured her it is too early in the process. Trevor will change the dates and send out the RFI.
288

289 *Jon moved to advertise the request for information for a solar facility lease at the Town-owned*
290 *gravel pit site for one month. Sal seconded. Kari abstained. Motion passed 4-0-1.*

291

292 II.10. Public Event Permit Application for Mountain Gardener's Plant Sale..

293 The Mountain Gardeners Plant Sale is proposed for June 2nd from 9:00 a.m. to 1:00 p.m. in front
294 of Shaw's (along Slow Road). The annual event raises funds for two purposes: to support
295 maintenance of public gardens in the Mad River Valley and a scholarship for a Harwood student.
296 The event's organizers are requesting a waiver of the \$25 permit fee as a non-profit entity.

297

298 The request was the same as prior years and they often maintain the Town gardens and green
299 spaces.

300

301 *Kari moved to approve the public event permit application for the Mountain Gardeners Plant*
302 *Sale for Saturday, June 2nd, from 9:00 a.m. to 1:00 p.m., and to waive the \$25 application fee.*
303 *Jon seconded. Motion passed 5-0.*

304

305 II.11. Bills payable and Treasurer's warrants.

306 Reviewed and signed, where appropriate.

307

308 II.12. Minutes of April 23rd.

309 Lines 54-55 – the sentence was unclear, line 119 sentence needs to be finished.

310

311 *Jon moved to approve minutes of 4/23/18 as changed. Kari seconded. 5-0 passed.*

312

313 II.13. Selectboard Roundtable.

314 Sal had five items. One, performance evaluations are now ongoing and should be completed
315 soon. Kari has already completed it and forwarded it. Jon stated he is not yet comfortable doing
316 one. Second, Sal asked Paul if there could be a site visit to the gravel pit for purposes of knowing
317 a little more about the setting in which the solar would be going up. Paul mentioned that the
318 power lines are very far to where the solar facility would be installed. Kari asked Trevor if Sal's
319 concerns are in the bid and Trevor responded that they are. Three, will Dana Hill Road be
320 discussed for a reclassification this year? Sal did not want the Board to forget about it. Four, will
321 there be continuing advertising for Green-up Day coordinator? He did pick up many bags and
322 would like to see someone who has genuine interest. He also mentioned it should be more
323 organized. Sal thanked Trevor for his efforts in organizing it this year. Trevor also mentioned the
324 Town staff that helped, such as Town Clerk Jennifer Peterson. Five, is there a continuing Health
325 Officer position advertisement? Trevor said yes. Jon has spoken with two people one of whom
326 said no and the other said maybe.

327

328 Jon asked what the Wait House responsibilities are and what the obligation of the Town is.
329 Trevor responded that the Town is the owner and landlord. Money has been put in the budget for
330 the first time to maintain the building. When the Chamber of Commerce left there was space to
331 rent out that went to the Historical Society rent free. Currently there is no reserve for building

332 upgrades or expenses. Heating controls are a future concern and conflicts with the meeting room
333 by tenants and other people are another concern. Sal suggested putting together a committee to
334 lead responsibility. Bob Cook and Patrick Travers have in the past volunteered. A more formal
335 property manager might be a better option. Trevor does much of the tasks of a property manager
336 now, but there should be more attention taken to it by someone other than the Town
337 Administrator, who has other responsibilities and tasks.

338
339 Darryl said people have asked him why recreation fields are not mowed but he believes people
340 are speaking about Flemer Field. The bricks that came up during the water main break will be re-
341 laid on Friday and Saturday of the week. Jon appreciated the work done as a resident in the area.

342
343 Kari asked about the Town's procurement policy; some local businesses want to compete with
344 lower cost projects and be considered in bids. How does the Town decide whom to award
345 projects to? How can the Town support local business in those smaller projects? Trevor asked
346 for any specific business as he has handled bids since October. Someone brought up with Kari
347 some online services for the Town and asked if there is a way to favor local businesses. She
348 suggested keeping it simple, that when consideration is taken for bids, if projects under \$5,000
349 could favor local contractors. Jon said that transparency by the Town would be important to local
350 business owners. Kari emphasized that the Town Administrator should not be handling small and
351 larger contracts with the same effort, and the Board members agreed that any process should be
352 tiered in concert with the size of the bid (a larger project would require more effort; smaller
353 purchases of goods and services less effort).

354
355 II.14. Town Administrator's Report.
356 A timeline showing the goals, tasks, and priorities discussed on 4/9 was included in packets as a
357 late addition. It does not include any tasks resulting from the 5/5 Tri-Town (the Selectboards of
358 Waitsfield, Fayston, and Warren) retreat. Dana Hill Road reclassification is scheduled in July.
359 Trevor suggested to check in on it quarterly.

360
361 Paul asked when the Board would like to visit Dana Hill and Sal mentioned that the topic needs
362 to be opened. Kari can help with classification. Currently it is Class 3 to the first house then it is
363 Class 4 the rest of the way. Kari suggested having Jim Ryan of the Vermont Department of
364 Environmental Conservation walk Dana Hill with the Board. Paul suggested opening the topic as
365 an official agenda item at the next meeting, May 21, or as soon as otherwise possible.

366
367 Lister Joe Klimek had proposed having someone from CAI Technologies giving a presentation
368 when he spoke to the Selectboard in April. Trevor spoke with someone from CAI who can come
369 either May 21st or in June. Trevor suggested having a presentation prior to the 6:30 meeting but
370 Kari would not be able to attend prior to meeting time. Other staff expressed a desire to attend
371 the presentation at the end of their workday. Paul suggested having other agenda items earlier.
372 Trevor will try to schedule something that will work for as many interested parties as possible.

373
374 Kari asked for clarification regarding the State paying for the digitizing of the maps and the
375 Town paying. Trevor stated he would get clarity regarding how the two would work together.

376
377 III.1. Other Business.

378 No other business

379

380 Item III.1. Correspondence/Documents/Reports received.

381 None to report as of this writing.

382

383 IV. Executive session.

384 There was no executive session.

385

386 *Jon moved, and Darryl seconded, a motion to adjourn at 8:43 p.m. Motion passed 5-0.*

387

388

389 Respectfully submitted,

390

391 Deanna Sellars

392 Recording Secretary